

DEPUTY DIRECTOR OF PUBLIC WORKS

POSITION SUMMARY:

Under the leadership of the director of public works, this position will lead and direct staff for efficient, productive management and operations of the four major branches of public works: drinking water, clean water, public service, and engineering. The deputy director works closely with operation area supervisory staff and with outside entities, governmental agencies, and stakeholders in strategic planning efforts to ensure the adequacy of the City's future utility and infrastructure needs. Represents and/or assigns staff to represent the City in regional and state utility boards and committees. Responsible for finding solutions to highly complex issues and advising the director on policy matters. Critical thinking, diplomacy, knowledge of fiscal issues, engineering competencies, and excellent management, leadership, and communication skills are required.

SUPERVISION RECEIVED: Work is performed under the direction of the director of public works.

SUPERVISION EXERCISED: Supervision is exercised over subordinate departmental personnel.

ESSENTIAL JOB FUNCTIONS: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plan, organize, and direct aspects of public service, engineering, and utility operations in the areas of personnel, budgeting, strategic planning, policy, compliance, and general administration. Provide administrative direction, vision, and innovative leadership. Conduct analysis and strategic planning in relation to departmental and organizational missions and goals. Establish department policies and procedures to comply with local, state, and federal regulations and to support professional water, wastewater, infrastructure, and safety standards. Recommend and advise the director of public works in the development and/or revision of departmental goals, organization structure, and programs.
2. Analyze financial needs for capital improvements and service area operations. In collaboration with the director of public works and direct subordinates, develop, support, monitor, and administer the budget for the department in accordance with established budgetary and purchasing policies and procedures.
3. Perform cost benefit analysis for proposed programs, projects, and software. Recommend and implement changes as appropriate.
4. Assist the director of public works with the process of setting utility rates. Make rate recommendations and projections for Wyoming and its wholesale community customers.
5. Represent the City, create effective working relationships, engage in information exchange, and promote effective cooperative or collaborative efforts with City or other communities' boards and commissions, interagency councils and committees, and public and school groups. Communicate knowledge gained with the director of public works and subordinates.
6. Direct the recruitment, hiring, and direction of department personnel directly and

through subordinates. Provide effective leadership and mentoring of personnel. Supervise personnel, evaluate performance, and oversee training and professional development. Ensure that proper labor relations and conditions of employment are maintained.

7. Ensure compliance with local, state, and federal regulations in areas such as staff licensure, permits, and restrictions.
8. Keep abreast of legislative and regulatory developments and current issues through continued education and professional growth.
9. Act as department spokesperson as directed by the director.
10. Review reports and complaints. Investigate inquiries and/or complaints made by regulatory agencies, citizens, businesses, or other personnel. Follow up on corrective actions and ensure that responses are provided.
11. Complete research and prepare and present clear and concise correspondence, records, and reports.
12. Perform the authorized duties of the director of public works in the director's absence.
13. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- A. A bachelor's degree in a science, water technology, engineering, or related field. A master's degree in an appropriate field of study is preferred.
- B. Registration as Professional Engineer in the State of Michigan is strongly preferred.
- C. Experience in the function of water, wastewater, and/or public works operations. Awareness of current and emerging technology, regulations, and best practices for these service areas.
- D. Knowledge of department organization, personnel, rules, regulations, policies, procedures, and labor relations. Extensive knowledge of the duties, functions, and responsibilities of subordinate personnel. Ability to motivate, train, develop, coordinate, and direct subordinate personnel. Understanding of criteria to use in evaluating performance and progress of personnel.
- E. Extensive knowledge of applicable federal, state, and local laws, codes, and ordinances. Thorough understanding of city government processes.
- F. Considerable knowledge of the water system, storm and sanitary sewer system, geography, streets, and important locations within the City.
- G. Ability to communicate effectively, interact with and make public speaking presentations to various groups of people including the media and appointed and

elected officials at all levels of government, while presenting a professional leadership image to the organization and to the public.

- H. Ability to coordinate resources to accomplish organizational objectives and goals.
- I. Knowledge of budgeting principles and the ability to coordinate the preparation and monitoring of the department budgets.
- J. Ability to routinely demonstrate a commitment to the mission, vision, and values of the department.
- K. Ability to be decisive and firm in making both critical and routine decisions. Ability to think and act quickly and effectively in emergencies and under stressful conditions.
- L. Ability to prepare, review, and submit accurate department records and reports.
- M. Considerable knowledge of information technology and software applications relating to general government business functions as well as water, wastewater, and public service operations, monitoring and reporting, and input of narrative and statistical information.
- N. Possession of a valid Michigan motor vehicle operator's permit.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works both in the field and in a business office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very strenuous and may involve working with hazardous materials and require the donning of appropriate protective gear including respirators. The employee may be exposed to uncontrollable environments and circumstances, in all types of weather conditions.

The employee may regularly be required to travel to locations within the City, to other communities and out of state. The employee may be required to visit and physically review construction projects, traverse uneven terrain, in all types of weather conditions. The employee may be required to drive in inclement weather.